

STATE OF SOUTH CAROLINA
OFFICE OF THE COMPTROLLER GENERAL
CHECKLIST FOR FINANCIAL STATEMENTS
INCORPORATED INTO THE STATE'S CAFR
Issue Date: June 30, 2011

About This Checklist

South Carolina's Office of the Comptroller General (OCG) compiled this checklist for its own internal use in reviewing draft audited financial statements to be incorporated into the statewide CAFR. However, the OCG agreed to make the checklist publicly available because some agencies indicated that they wanted to apply the checklist to the draft financial statements they prepare.

The OCG encourages agency personnel and their auditors to apply the checklist to draft financial statements that they prepare/audit *before* submitting those draft statements to the OCG for review. **The objective is to have zero "No" answers.** (Agencies should not send completed checklists to the OCG or to the State Auditor's Office, however.)

This checklist is not intended to cover *all* GAAP requirements or any requirements of the South Carolina State Auditor's Office. Instead, it focuses on certain newly promulgated, complex, and commonly mishandled GAAP matters and on State of South Carolina policies set forth in the OCG's publication, *Policies—Financial Statements Incorporated Into the State's CAFR* (also available on the OCG's website). Additional Checklist information is available through the AICPA, the GFOA, and vendors of accounting literature.

If you have questions or suggestions regarding this checklist, contact Margaret McNeill at (803) 734-2542 or mmcneill@cg.sc.gov.

Abbreviations Used in Checklist References

Generally, we have provided GAAP and/or State of South Carolina policy references that explain the reasoning behind the questions on this checklist. Those references use the following abbreviations:

AICPA ASLG	<i>Audits of State and Local Governments</i> [specific reference includes chapter and paragraph numbers and/or example numbers]
APB	Accounting Principles Board [specific reference includes opinion and paragraph numbers]
ARB	Accounting Research Bulletin
FASB	Financial Accounting Standards Board
FASB Curr. Text	<i>FASB Current Text, 2001/2002 Edition (Accounting Standards as of June 1, 2001)</i> [specific reference includes section number(s)]
FASBS	FASB Statement [specific reference includes statement and paragraph numbers]
GAAFR	<i>Governmental Accounting, Auditing, and Financial Reporting</i> (2005 edition)
GASB	Governmental Accounting Standards Board
GASB Cod.	<i>Codification of Governmental Accounting and Financial Reporting Standards as of June 30, 2004</i> [specific reference includes section number(s)]
GASBI	GASB Interpretation [specific reference includes interpretation and paragraph numbers]
GASBS	GASB Statement [specific reference includes statement and paragraph numbers]
Q&A	GASB Implementation Guide [specific reference includes GASB statement number and question number; we will further identify "Q&A34" as "I" or "II" because the GASB published two different guides on Statement 34]
NCGA	National Council on Governmental Accounting (predecessor to the GASB)
NCGAI	NCGA Interpretation [specific reference includes interpretation and paragraph numbers]
NCGAS	NCGA Statement [specific reference includes statement and paragraph numbers]
POLICY	<i>Policies—Financial Statements Incorporated into the State's CAFR</i> (issued by the State of South Carolina, Office of the Comptroller General) [specific reference are approximate page number(s)]
TB	GASB Technical Bulletin [reference includes bulletin and paragraph numbers]

FINANCIAL SECTION – REPORT OF THE INDEPENDENT AUDITOR

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|-------|-------|-------|----|--|
| _____ | _____ | _____ | A1 | Did the independent auditor express an opinion on the fair presentation of the basic financial statements in conformity with GAAP? |
| _____ | _____ | _____ | A2 | Did the independent auditor express an <i>unqualified</i> opinion on the fair presentation of the basic financial statements? [GAAFR 315] [NOTE: If “no,” the Office of the Comptroller General’s staff will call the situation to the statewide auditors’ attention and will seek guidance from them. The independent auditor’s opinion is considered to be <i>unqualified</i> unless the auditor (1) offers an adverse opinion, (2) offers a qualified opinion (i.e., fairly presented <i>except for...</i>), or (3) disclaims an opinion on all or a portion of the basic financial statements.] |
| _____ | _____ | _____ | A3 | Does the independent auditor indicate, at a minimum, that combining and individual fund financial statements are fairly presented “in relation to” the basic financial statements? [GAAFR 291] |
| _____ | _____ | _____ | A4 | Did the independent auditor refrain from indicating that RSI is either absent or otherwise potentially inadequate? [If “no,” we will call the situation to the statewide auditors and seek guidance from them.] |
| _____ | _____ | _____ | A5 | Do the introductory and opinion paragraphs accurately identify the entity/agency and its standing with the State? [AICPA ASLG: 14.43 and footnote 33, example 14A.2] |
| _____ | _____ | _____ | A6 | If the agency is a <i>department</i> of the State (i.e., <u>not</u> a discretely presented component unit), is there an explanatory paragraph after the scope paragraph that indicates the financial statements do not purport to, and do not, present the government’s financial position, changes in financial position, and cash flows where applicable? [AICPA ASLG 12.97, 14.66, and appendix A, Example 14A.14.] |
| _____ | _____ | _____ | A7 | Did the independent auditor sign and date the report? |

FINANCIAL SECTION – MANAGEMENT’S DISCUSSION AND ANALYSIS (MD&A)

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|-------|-------|-------|----|---|
| _____ | _____ | _____ | B1 | Is the Management Discussion & Analysis presented? [GASBS34: 8; Q&A34: 6; GAAFR 290] |
| _____ | _____ | _____ | B2 | Is the condensed financial information presented in the government-wide financial statement format? [GASBS34: 11b] |
| _____ | _____ | _____ | B3 | Does the condensed financial information include columns for both the current year and the prior year? [GASBS34: 11b] |

**FINANCIAL SECTION – BASIC FINANCIAL STATEMENTS
(PRELIMINARY CONSIDERATIONS)**

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|-------|-------|-------|-----|---|
| _____ | _____ | _____ | C1 | Are the appropriate financial statements presented? |
| _____ | _____ | _____ | C1a | Government-wide statement of net assets? [GASBS34: 12; GAAFR 34] |
| _____ | _____ | _____ | C1b | Government-wide statement of activities? [GASBS34;12; GAAFR 34] |
| _____ | _____ | _____ | C1c | Balance sheet – governmental funds? [GASBS34: 78; GAAFR 33] |
| _____ | _____ | _____ | C1d | Statement of revenues, expenditures, and changes in fund balances – governmental funds? [GASBS34: 78: GAAFR 33] |
| _____ | _____ | _____ | C1e | Statement of fund net assets or balance sheet – proprietary funds? [GASBS34: 91; GAAFR 33] |

Yes	No	N/A	Question #	
_____	_____	_____	C1f	Statement of revenues, expenses, and changes in fund net assets/equity – proprietary funds? [GASBS34: 91; GAAFR 33]
_____	_____	_____	C1g	Statement of cash flows – proprietary funds? [GASBS34: 91; GAAFR 33]
_____	_____	_____	C1h	Statement of fiduciary net assets? [GASBS34: 106; GAAFR 34]
_____	_____	_____	C1i	Statement of changes in fiduciary net assets? [GASBS34: 106; GAAFR 34]
_____	_____	_____	C2	If a fund was reported last year, is the fund classification still the same (special revenue fund, internal service fund, etc.)?
_____	_____	_____	C3	Does each statement foot and cross-foot?
_____	_____	_____	C4	For each Statement of Net Assets, do Assets minus Liabilities equal Net Assets?
_____	_____	_____	C5	Do financial statements within each category (i.e., government-wide, governmental funds, proprietary funds, and fiduciary funds) tie to each another?
_____	_____	_____	C6	If government-wide statements are presented, is a reconciliation also presented if required?
_____	_____	_____	C7	Does beginning net assets/fund balance agree to the ending balance for the prior year?

GOVERNMENT-WIDE FINANCIAL STATEMENTS

GENERAL CONSIDERATIONS

_____	_____	_____	D1	Are <i>governmental activities</i> and <i>business-type activities</i> reported as separate columns? [GASBS34: 12d, 15; GAAFR 156, 170]
_____	_____	_____	D2	Is a total column presented for the primary government? [GASBS34: 14; GAAFR 156, 171]
_____	_____	_____	D3	Are any discretely presented component units presented in one or more separate columns to the right of the total column for the primary government? [GASBS34: 12c; GAAFR 136, 157]
_____	_____	_____	D4	Has the entity refrained from including either fiduciary funds or fiduciary-type component units in the government-wide financial statements? [GASBS34: 12b; GAAFR 155]
_____	_____	_____	D5	Has the entity refrained from using interfund terminology (e.g., <i>transfers</i>) to refer to revenue/expense <u>transactions</u> between the primary government and <i>discretely</i> presented component units? [POLICY 48; GASBS34: 61 and 112]
_____	_____	_____	D6	Has the entity reported any interfund <u>balances</u> between the primary government and its <i>discretely presented</i> component units as “due to/from primary government” and “due to/from component units”? [POLICY 48; GASBS34: 61 and 112]
_____	_____	_____	D7	Has the entity reclassified as internal activity (i.e., interfund loans, interfund services provided and used, interfund transfers, or interfund reimbursements) any resource flows between the primary government and its <i>blended</i> component units? [POLICY 45-46; GASBS34: 61 and 112]
_____	_____	_____	D8	Has the entity reported as transfers (rather than as revenues/expenses) any resource flows between the primary government and its blended component units? [POLICY 45-46; GASBS34: 61 and 112]

GOVERNMENT-WIDE STATEMENT OF NET ASSETS

_____	_____	_____	E1	Are assets and liabilities reported on a classified basis? [GASBS34: 31, Note 23; GAAFR 159-60]
_____	_____	_____	E1a	Did the entity use the format of example A-4 in Appendix C of GASBS34 to combine the governmental fund statement and the government-wide statement into one presentation? If so, did the entity submit a separate schedule showing the current and non-current portions of assets and liabilities for the government-wide Statement of Net Assets column? [POLICY 32]
_____	_____	_____	E2	Are restricted assets and liabilities payable from restricted assets reported in the same category (current vs. non-current)? [GAAFR 160; POLICY 50]
_____	_____	_____	E3	Does each column in the government-wide statement of net assets include capital assets (including infrastructure assets and intangible assets) used to support those activities? [GASBS34: 12e, 19; GAAFR 126]
				[NOTE: The government-wide statement of net assets should report capital assets that are <i>not</i> being depreciated (e.g., land, or construction-in-progress) separately from depreciable capital assets.]
				[NOTE: An intangible asset should be recognized in the statement of net assets only if it is identifiable. An intangible asset is considered identifiable when either of the following conditions are met: (1) the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset, or liability, or (2) the asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.] [GASBS51: 6]
_____	_____	_____	E3a	Has the government appropriately capitalized its internally generated intangible assets? [GASBS51: 7-8]
				[NOTE: Outlays incurred related to the development of an internally generated intangible asset that is identifiable should be capitalized only upon the occurrence of all of the following: (1) determination of the specific objective of the project and the nature of the service capacity that is expected to be provided by the intangible asset upon the completion of the project; (2) demonstration of the technical or technological feasibility for completing the project so that the intangible asset will provide its expected service capacity; and (3) demonstration of the current intention, ability, and presence of effort to complete or, in the case of a multiyear project, continue development of the intangible asset. Only outlays incurred subsequent to meeting the above criteria should be capitalized. Outlays incurred prior to meeting those criteria should be expensed as incurred.]
_____	_____	_____	E3a1	In the case of internally generated computer software, has the government only capitalized costs incurred during the application development stage? [GASBS51: 9-15]
				[NOTE: Activities of the preliminary project stage should be expensed as incurred rather than being included in the cost of capital assets. These activities include the conceptual formulation and evaluation of alternatives, the determination of the existence of needed technology, and the final selection of alternatives for the development of the software. Likewise, activities of the post-implementation/operation stage should be expensed as incurred. These activities include application training, software maintenance, and data conversion beyond that necessary to make the computer software operational. Additionally, the outlays related to the application development stage may only be capitalized once the activities in the preliminary project stage have been completed. Further, management must implicitly or explicitly authorize and commit to funding, at least currently in the case of a multiyear project, the software project in order for capitalization to commence.

Outlays associated with an internally generated modification of computer software that is already in operation should be capitalized if the modification results in any of the following: (1) an increase in the functionality of the computer software, (2) an increase in the efficiency of the computer software, or (3) an extension of the estimated useful life of the software.]

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|-------|-------|-------|----|---|
| _____ | _____ | _____ | E4 | Does the <i>governmental activities column</i> include debt and all other long-term liabilities (e.g., compensated absences, claims and judgments, net pension obligation/net other postemployment benefit obligation, pollution remediation liabilities) incurred in connection with those activities? [GASBS34: 12e; GAAFR 128] |
| _____ | _____ | _____ | E5 | Is the difference between assets and liabilities reported as <i>net assets</i> ? [GASBS34: 30; GAAFR 160] |
| _____ | _____ | _____ | E6 | Is the balance reported as <i>net assets</i> subdivided into the following categories, as appropriate: (1) <i>net assets invested in capital assets, net of related debt</i> , (2) <i>restricted net assets</i> and (3) <i>unrestricted net assets</i> ? [GASBS34: 32; GAAFR 161] |
| | | | | If the entity has capital assets but no debt, the caption should be “Net Assets Invested in Capital Assets.” |
| | | | | If the entity has both permanently and temporarily restricted net assets, the amount reported for “restricted net assets” should be divided between “nonexpendable” (i.e., permanently restricted) and “expendable” (i.e., temporarily restricted amounts). [GASBS34: 35; GAAFR 163] |
| | | | | Colleges with endowments should report some balance of nonexpendable restricted net assets. [GAAFR 53-4, 162-3] |
| _____ | _____ | _____ | E7 | Calculate: [capital assets including appropriately reported intangible assets (net of depreciation)] less [current bonds, notes, and capital leases] less [non-current bonds, notes, and capital leases]. Is this amount less than or equal to the amount reported as <i>net assets invested in capital assets, net of related debt</i> ? [GASBS34: 33; GAAFR 161-2] |
| _____ | _____ | _____ | E8 | Has the entity refrained from reporting bonds payable, unrestricted net assets, and EITHER (a) no restricted assets OR (b) no restricted net assets? If the answer is “No”, the entity should review bond covenants to be sure this reporting is appropriate. (Debt covenants often require the reporting of restricted assets/liabilities and/or restricted net assets. [POLICY 50, 79-81; ARB43, Chapter 3A, paragraphs 6 and 8.] |
| _____ | _____ | _____ | E9 | Other than <i>net assets invested in capital assets, net of related debt</i> , has the entity refrained from reporting negative restricted net asset amounts ? [Q&A34 I, Exercise #3 fourth paragraph] |

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

NOTE: Apply the questions in this section to the footnote disclosure required by POLICY 142-145 in the case of a higher education enterprise fund and in the case of any other enterprise fund that qualifies (under GASBS34: 134) as a special-purpose government.

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|-------|-------|-------|----|--|
| _____ | _____ | _____ | F1 | Does the format of the statement present expenses before revenues? [GASBS34: 38; GAAFR 164] |
| _____ | _____ | _____ | F2 | Is information on expenses for <i>governmental activities</i> presented at least at the <i>functional level</i> of detail? [GASBS34: 39; GAAFR 150] |
| _____ | _____ | _____ | F3 | Is information on expenses for <i>business-type activities</i> presented at least by <i>different identifiable activities</i> ? [GASBS37: 10; GAAFR 164-5] |

Yes	No	N/A	Question #	
_____	_____	_____	F4	Are program revenues segregated into the following categories, as appropriate: (1) <i>charges for services</i> , (2) <i>operating grants and contributions</i> , and (3) <i>capital grants and contributions</i> ? [GASBS34: 48; GASBS37: Note d; GAAFR 167] [NOTE: No additional categories such as “other” are permitted. However, two or more columns may be used to display the program revenues of a single category (e.g., a separate column for fees and a separate column for fines and forfeitures rather than including all amounts in a single “charges for services” column).]
_____	_____	_____	F5	Has the entity combined the expenses of individual functions and activities with related program revenues to calculate the net expense/revenue of each function and activity? [GASBS34: 38; GAAFR 169]
_____	_____	_____	F6	Has the entity reported each major source of tax revenues separately within the <i>general revenues</i> ? [GASBS34: 52; GAAFR 169]
_____	_____	_____	F7	Has the entity reported the following items separately, both from each other and from <i>general revenues</i> : contributions; special items; extraordinary items; and transfers? [GASBS34: 53-6; GAAFR 170]
_____	_____	_____	F8	Has the entity refrained from reporting extraordinary gains and losses in connection with <u>refundings</u> resulting in the defeasance or redemption of debt? [GASBS23: 4; GASBS34: 17, 146; GAAFR 106-7]
_____	_____	_____	F8	Has the entity refrained from reporting the loss from impairment of capital assets as general revenue [GASBS42: 17; GAAFR 264] [NOTE: The loss from impairment of capital assets should be reported as 1) a program expense of the program that uses or used the impaired capital asset, 2) a special item, or 3) an extraordinary item.]

FUND FINANCIAL STATEMENTS

GOVERNMENTAL FUND FINANCIAL STATEMENTS

BALANCE SHEET – GOVERNMENTAL FUNDS

_____	_____	_____	G1	Has the entity refrained from reporting nonfinancial assets (e.g., capital assets used in operations rather than held for resale, intangibles, a negative net pension obligation)? [GASBS34: 83; GAAFR 174]
_____	_____	_____	G2	Has the entity refrained from reporting unmatured debt and accrued interest payable as liabilities? [GASBS34: 83; GAAFR 174]
				An entity should refrain from reporting any portion of the following liabilities in a governmental fund until they are due and payable: compensated absences; claims and judgments; termination benefits; liabilities associated with landfill closure and postclosure care costs; and liabilities associated with pollution remediation [GASBI6: 14; GASB-S49: 22; GAAFR 174]
				An entity also should refrain from reporting any liability in association with operating leases with scheduled rent increases [GASBS13: 9; GAAFR 93]
_____	_____	_____	G3	Has an obligating event occurred that requires the entity to attempt to accrue a liability for pollution remediation? [GASBS49: 13, 57; GAAFR 73]
_____	_____	_____	G5	Has the entity refrained from reporting <i>deferred revenue</i> in connection with changes in the fair value of investments reported at fair value? [GASBS31: 13, 57; GAAFR 73]
_____	_____	_____	G6	Are fund balances segregated between restricted, committed or assigned and nonspendable fund balances? [GASBS54: 22-25]

Yes	No	N/A	Question #
_____	_____	_____	G6a Are nonspendable resources only those that cannot be spend readily with cash or are legally or contractually required not to be spent, including but not limited to inventories, prepaid items, and long term balances of loans and accounts receivable? [GASBS54: 22-25]
_____	_____	_____	G7 Are fund balances further segregated by restricted, committed or assigned?
_____	_____	_____	G7a Are restricted balances only those that have unique revenue sources created by legislation or constitutional provision for a specific purpose or externally imposed by creditors, grantors, contributors, or laws or regulations of other governments? [GASBS54: 8]
_____	_____	_____	G7b Are committed balances only those that have revenues that are used for specific purposes as directed by legislation or formal action by the board of elected officials? [GASBS54: 10]
_____	_____	_____	G7c For governmental funds other than general fund, are all amounts not reported as restricted or committed, reported as assigned in accordance with the intent of the government?
_____	_____	_____	G7d Are positive unassigned amounts reported only in the general fund?
_____	_____	_____	G7d1 Are amounts in the general fund reported as assigned balances where the government has documented intent to spend those resources in some manner? [GASBS54: 13]
_____	_____	_____	G7e If governmental fund (other than general fund) expenditures incurred for a specific purpose exceed amounts that are restricted, committed, and assigned to that purpose resulted in a negative residual balance for that purpose, were amounts assigned to other purposes in the fund reduced to eliminate the deficit?
_____	_____	_____	G7e1 If a deficit remains related to a specific purpose after using amounts assigned to other purposes to eliminate it, or if there are no amounts assigned to other purposes, has the remaining negative residual amount been classified as unassigned fund balance?
_____	_____	_____	G8 If aggregated amounts for each fund balance classification are presented on the balance sheet, are disaggregated amounts presented in the notes to the basic financial statements in amounts for specific purposes in sufficient detail so that the major commitments and assignments are evident to the financial statement users? [GASBS54: 22-25]

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS

_____	_____	_____	H1 Has the entity refrained from reporting negative investment income as an expenditure (instead of as a revenue)? [Q&A31: 71; GAAFR 74]
_____	_____	_____	H2 If the entity has initiated a capital lease during the period, does it report an other financing source equal to the net present value of the minimum lease payments? [NCGAS5: 14; GAAFR 81-2] [NOTE: This same treatment would also be appropriate for installment contracts other than capital leases associated with the acquisition of capital assets.]
_____	_____	_____	H3 If the entity has issued debt during the period that will be repaid with general government resources, does the entity report an other financing source equal to the face value of the debt (plus premium, if any)? [GASBS34: 88; GAAFR 80] [NOTES: (1) The issuance of debt to be supported by governmental funds must be reflected as an <i>other financing source</i> even if the proceeds of the debt are delivered directly to an outside party (i.e., debt-financed grants) or to a proprietary fund (i.e., debt-financed capital contributions). (2) Underwriter's fees withheld from proceeds should be reported as an expenditure. Any other discount should be reported as an other financing use. [GASBS34: 87; GAAFR 81]]

Yes	No	N/A	Question #
_____	_____	_____	H4
If the entity has used a refunding transaction to defease or redeem debt, has it reported the proceeds of the refunding debt as an <i>other financing source--proceeds of refunding bonds</i> and the application of the proceeds as an <i>other financing use--payment to refunded bonds escrows agent</i> ? [GASBS7: 8; GAAFR 47-9]			

PROPRIETARY FUND FINANCIAL STATEMENTS

STATEMENT OF FUND NET ASSETS/BALANCE SHEET– PROPRIETARY FUNDS

_____	_____	_____	I1	Are assets and liabilities classified as <i>current</i> and <i>long-term</i> ? [GASBS34: 97; GAAFR 183]
_____	_____	_____	I2	Are restricted assets and liabilities payable from restricted assets reported in the same category (current vs. non-current)? [GAAFR 60, 148]
_____	_____	_____	I3	Do proprietary funds report all debt that they are expected to repay from their own resources, even if the debt is general obligation in character? [NCGAS1: 42; GAAFR 267-8] [NOTE: If debt expected to be repaid from proprietary fund resources is general obligation in character, that fact should be disclosed in the notes to the financial statements.]
_____	_____	_____	I4	Is the difference between assets and liabilities reported as <i>net assets</i> ? [GASBS34: 98, note 40; GAAFR 183]
_____	_____	_____	I4a	Is the balance reported as net assets subdivided into the following categories, as appropriate: 1) <i>net assets invested in capital assets, net of related debt</i> , 2) <i>restricted net assets</i> and 3) <i>unrestricted net assets</i> ? [GASBS34: 98; GAAFR 160-1] [NOTES: (1) If the entity has capital assets but no debt, the caption should be “Net Assets Invested in Capital Assets.” (2) If an entity has both permanently and temporarily restricted net assets, the amount reported for “restricted net assets” should be divided between “nonexpendable” (i.e., permanently restricted) and “expendable” (i.e., temporarily restricted amounts). Colleges with endowments should report some balance of nonexpendable restricted net assets. [GAAFR 160-2]]
_____	_____	_____	I5	Calculate: [capital assets including appropriately reported intangible assets (net of depreciation)] less [current bonds, notes, and capital leases] less [non-current bonds, notes, and capital leases]. Is this amount less than or equal to the amount reported as <i>net assets invested in capital assets, net of related debt</i> ? [GASBS34: 33; GAAFR 160-161]
_____	_____	_____	I6	Has the entity refrained from reporting either <i>contributed capital</i> or <i>retained earnings</i> ? [GASBS34: 98; GAAFR 183]
_____	_____	_____	I7	Has the entity refrained from reporting changes in the fair value of investments as a contra-equity account (instead of including the change as part of <i>investment income</i>)? [GASBS31: 13; GAAFR 74]
_____	_____	_____	I8	Has the entity refrained from reporting bonds payable, unrestricted net assets, and EITHER (a) no restricted assets OR (b) no restricted net assets? If the answer is “No”, the entity should review bond covenants to be sure this reporting is appropriate. (Debt covenants often require the reporting of restricted assets/liabilities and/or restricted net assets.) [POLICY 50, 79-81; ARB43, Chapter 3A, paragraphs 6 and 8.]
_____	_____	_____	I9	Other than <i>net assets invested in capital assets, net of related debt</i> , has the entity refrained from reporting negative restricted net asset amounts ? [Q&A34 I, Exercise #3 fourth paragraph]

Colleges Only - Perkins Loans [POLICY 157-158]

_____	_____	_____	I10	Is the entire balance of Perkins loans receivables recorded as Non-Current Restricted Assets, Student Loans Receivable?
_____	_____	_____	I11	Is any cash on hand associated with the program recorded as Non-Current Restricted Assets, Cash?
_____	_____	_____	I12	Are any outstanding administrative expenses associated with the program as Liabilities Payable from Current Restricted Assets?
_____	_____	_____	I13	Has the institution refrained from reporting the refundable portion of Perkins Loans within Net Assets and if there is any mention of Perkins, is there a non-current liability balance titled something very similar to Perkins Loan Program – Federal Liability?

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS/EQUITY – PROPRIETARY FUNDS

_____	_____	_____	J1	Does the statement distinguish between operating and nonoperating revenues and expenses? [GASBS34: 100; GAAFR 186]
_____	_____	_____	J2	Has the entity reported all investment income as non-operating income (unless the entity's <i>principal activity</i> is investing)? [Q&A 34 II Q135]
_____	_____	_____	J3	If there is revenue debt outstanding, are revenues pledged as security for revenue bonds reported separately from other revenues? [paragraph 100 of GASB 34; POLICY 35]
_____	_____	_____	J4	If capital assets are reported, is depreciation expense reported separately from other expenses? [APB12:5 Note: APB12:5 allows this disclosure to be in the financial statements, which includes the cash flow statement, or in the notes to the financial statements.]
_____	_____	_____	J5	Has the entity reported each of the following items separately: capital contributions; additions to endowments; special items; extraordinary items; and transfers? [GASBS34: 100-101; GAAFR 186-7]
_____	_____	_____	J6	Has the entity refrained from reporting extraordinary gains or losses in connection with refunding transactions that result in the defeasance or redemption of debt? [GASBS23: 4; GAAFR 106-7]
_____	_____	_____	J7	For internal service funds, does the statement show separate balances for revenues derived from internal and external customers?
_____	_____	_____	J8	Non-Colleges: Are substantially all grant revenues reported as <i>nonoperating</i> revenue? If not, ask auditor to verify that the grants in question are substantially the same as contracts for service as stated in the policy relating to operating/nonoperating items.
_____	_____	_____	J9	Colleges: If some grant revenues are shown as operating, are some also shown as nonoperating? [If not, ask auditor to review state grants received from Commission on Higher Education (in light of the chart at POLICY 189). The Office of the Comptroller General will probably need to check with SC Technical and Comprehensive Board to see if technical colleges receive money from CHE.]

STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS

_____	_____	_____	K1	Does the statement categorize cash flows as follows: <i>cash flows from operating activities; cash flows from noncapital financing activities; cash flows from capital and related financing activities; and cash flows from investing activities</i> ? [GASBS9: 15; GAAFR 189]
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Yes	No	N/A	Question #	
_____	_____	_____	K1a	Are cash flows from operating activities reported by major classes of receipts and disbursements (i.e., the “direct” method)? [GASBS9: 31; GAAFR 189] [NOTE: <i>At minimum</i> , the amounts to be reported separately are receipts from customers, receipts connected with interfund services, payments to suppliers of goods or services, payments to employees for services, and payments connected with interfund services.]
_____	_____	_____	K1b	Are cash payments to suppliers reported separately from cash payments to employees? [GASBS9: 31d and 31e]
_____	_____	_____	K1c	Has the entity refrained from including receipts and payments of interest as <i>cash flows from operating activities</i> (except in the case of program loans)? [GASBS9: 58; GAAFR 189-90] [Note the contrast with private-sector practice (i.e., SFAS 95), where <i>cash flows from operating activities</i> always includes cash flows related to interest revenue and interest expense.]
_____	_____	_____	K1d	Has the entity refrained from reporting disbursements for the acquisition of fund capital assets as <i>cash flows from investing activities</i> ? [GASBS9: 57a; GAAFR 190][Note the contrast with private-sector practice (i.e., SFAS 95), where payments associated with capital acquisition and construction are reported as <i>cash flows from investing activities</i> .]
_____	_____	_____	K2	If the statement of cash flows reports any items as (a) capital and related financing activities, (b) noncapital financing activities, or (c) investing activities, then are the corresponding account balances on the Statement of Revenues, Expenses, and Changes in Net Assets reported in the nonoperating revenues/expenses section? [GASBS34: 102]
_____	_____	_____	K3	Are cash receipts and cash payments generally reported gross rather than net? [GASBS9: 12-14; GAAFR 189] [NOTE: In either of the following two cases, cash flows may be reported at their net rather than their gross amounts: (a) Items whose turnover is quick, whose amounts are large, and whose maturities are short (certain investments, loans receivable, and debt), provided the original maturity of the asset or liability is three months or less or (b) Governmental enterprises whose assets for the most part are highly liquid investments and that have little or no debt outstanding during the period]
_____	_____	_____	K4	Does the amount reported as cash and cash equivalents at the beginning of the period and at the end of the period trace to a similar account or accounts on the statement of fund net assets/balance sheet for the current and prior year? [GASBS9: 8; GAAFR 243-4] [NOTE: One of four approaches may be taken to accomplish this objective when cash and cash equivalents are included as part of restricted assets: (a) Report the portion of restricted assets that represents cash and cash equivalents as a separate line item on the statement of position; (b) Report the amount of cash and cash equivalents included as part of restricted assets parenthetically on the statement of position; (c) Report the amount of cash and cash equivalents included as part of restricted assets parenthetically on the statement of cash flows; or (d) Provide a reconciliation on the face of the statement of cash flows.]
_____	_____	_____	K5	Is the statement accompanied by a schedule that reconciles <i>operating income</i> and <i>cash flows from operating activities</i> ? [GASBS9: 7; GAAFR 191] [NOTE: This reconciliation must be presented either on the face of the statement of cash flows or on the next page. Note disclosure is <i>not</i> sufficient to meet the requirement.]
_____	_____	_____	K6	Does the amount reported as <i>operating income</i> in the reconciliation at the bottom of the schedule trace to <i>operating income</i> on the Statement of Changes?
_____	_____	_____	K7	Does the Net Cash for Operating Activities at the end of the reconciliation agree to the net cash amount in the Cash Flows from Operating Activities section of the Statement?

Yes	No	N/A	Question #	
_____	_____	_____	K8	Is the statement accompanied by information (in narrative or tabular form) concerning investing, capital, or financing activities of the period that affected recognized assets or liabilities but did <i>not</i> result in cash flows? Answer N/A if not shown. [GASBS9: 37; GAAFR 191] [NOTE: The required information must be presented either on the face of the statement of cash flows or on the next page. Note disclosure is <i>not</i> sufficient to meet the requirement. Also, when a single transaction involves both cash and noncash components this schedule should clearly describe the cash and noncash aspects of the transaction.]
_____	_____	_____	K9	Is detail provided for donated assets or gifts in kind? i.e. equipment, supplies. [GASBS9: 37; GAAFR 191]
_____	_____	_____	K10	Is net appreciation/depreciation in the fair value of any investments not classified as cash and cash equivalents in a narrative or tabular schedule of non-cash activities? [NOTE: If a large investment balances is reported on the balance sheet, this non-cash activity is expected to have occurred. The agency should be contacted.]
_____	_____	_____	K11	For internal service funds, are transactions with other State funds reported separately from other operating transactions?

FIDUCIARY FUND FINANCIAL STATEMENTS

STATEMENT OF FIDUCIARY NET ASSETS

_____	_____	_____	L1	Are assets reported by major category? [GAAFR 195]
_____	_____	_____	L1a	For pension trust funds, are the principal subdivisions of receivables and investments reported? [GASBS25: 21; GAAFR 195]
_____	_____	_____	L2	Is the difference between assets and liabilities reported as <i>net assets</i> ? [GASBS34: 108; GAAFR 195]
_____	_____	_____	L3	Do assets equal liabilities in agency funds? [GASBS34: 110; GAAFR 195]

STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

_____	_____	_____	M1	Is the statement segregated into two sections: additions and deductions? [GASBS34: 109; GAAFR 196] [NOTE: The categories <i>additions</i> and <i>deductions</i> are significantly broader than <i>revenues</i> and <i>expenses</i> . While some <i>additions</i> may properly be categorized as <i>revenues</i> and some <i>deductions</i> as <i>expenses</i> , others may not. Accordingly, financial statement preparers are advised to avoid the use of the terms <i>revenues</i> and <i>expenses</i> as much as possible in conjunction with the statement of changes in fiduciary net assets.]
_____	_____	_____	M2	For pension trust funds, are additions classified into the following four categories, as appropriate: <i>employer contributions</i> , <i>plan member contributions</i> , <i>other contributions</i> and <i>net investment income</i> ? [GASBS25: 29; GAAFR 196]
_____	_____	_____	M2a	Is investment-related expense reported as a separate line item that reduces investment income (instead of as a deduction)? [GASBS25: 29d; GAAFR 196]
_____	_____	_____	M3	Has the entity refrained from reporting realized investment gains or losses separately from unrealized investment gains and losses? [GASBS31: 13; GAAFR 281, 196] [NOTE: Investment trust funds may report realized gains and losses separately from unrealized amounts <i>in their separately issued financial statements</i> . Otherwise no such distinction may be made on the face of the financial statements. Note disclosure, however, is permitted.]
_____	_____	_____	M4	For pension trust funds, does the deductions section include separate amounts for 1) benefits and refunds paid to plan members and beneficiaries, and 2) total administrative expenses? [GASBS25: 30; GAAFR 196]

Yes	No	N/A	Question #	
_____	_____	_____	M5	For agency funds, has the entity presented a [Combining] Statement of Changes in Assets and Liabilities, Agency Funds as Supplementary Information? [GAAFR 300, 304; POLICY 36]
<i>FINANCIAL SECTION - NOTE DISCLOSURE</i>				
_____	_____	_____	N1a	Does each schedule presented in the notes foot and cross-foot?
_____	_____	_____	N1b	Do amounts disclosed in the notes agree to the financial statements, if appropriate?
_____	_____	_____	N1c	Are amounts disclosed in the notes consistent when appearing in more than one location within the notes?

Summary of Significant Accounting Policies

_____	_____	_____	N2a	If the financial statements include component units, is each component unit identified as either “governmental” or “non-governmental” and as either “blended” or “discretely presented”? [GASB Cod. Sec. 2300.106a(2); POLICY 89] [Information about classification as “governmental” or “non-governmental” may be supplementary rather than within the notes.]
_____	_____	_____	N2b	Has the entity refrained from blending legally separate tax-exempt organizations that are classified as component units only because of the nature and significance of their relationship with the primary entity? [GASBS39: 5, 7]
_____	_____	_____	N2c	If a blended or discretely presented component unit is non-governmental, do the notes disclose the reasons why it does not meet the FASB/GASB definition of “governmental”? [POLICY 90]
_____	_____	_____	N2d	If the statements include blended or discretely presented component units, do the notes include a description of the component unit’s specific characteristics that led to its classification as a blended or discretely presented component unit?
_____	_____	_____	N2e	Do the notes provide a definition of cash equivalents—and if the agency/institution has a balance in the State Treasurer’s cash management pool, is such balance classified as Cash and Cash Equivalents rather than Investments (even though the pool includes some long-term investments)? [GASB Cod. Sec. 2300.106a(11); POLICY 93-94]
_____	_____	_____	N2f	Did the entity use the consumption method to report inventories, if applicable? This question applies only to governmental funds. [POLICY 94]
_____	_____	_____	N2g	Did the entity disclose the basis used to value inventories (cost basis, for instance) as well as the method used to apply that basis (specific identification, weighted average, first-in-first-out, or last-in-first-out)? [POLICY 94]
_____	_____	_____	N2h	If the entity describes its treatment of prepaid expenses (such as for insurance and similar services benefiting more than one period) does it describe the “consumption” method rather than the “purchases” method? [POLICY 56]
_____	_____	_____	N2i	If the entity has one or more <i>governmental</i> funds, do the notes define the <i>available</i> period as one year for all revenues with the exception of revenues generated from the sale of goods and services in conformity with state policy? [GASBS38: 7; POLICY 91]
_____	_____	_____	N2j	For internal service funds, do the notes include a breakdown of revenue derived from internal customers? For governmental payor funds, revenue must be reported by function. For proprietary payor funds, revenue must be reported by activity.
_____	_____	_____	N2k	For internal service funds, do the notes make clear that (a) the State is the <i>predominant participant</i> in the fund’s activities [GASBS34: 68] and (b) that the fund is classified as part of <i>governmental</i> activities [GASBS34: 62]?

Yes	No	N/A	Question #	
_____	_____	_____	N2m	For enterprise funds, do the notes disclose that the entity has <u>not</u> adopted FASB statements, codification additions/modifications, and interpretations issued after November 30, 1989? [GASBS34: 115d]
_____	_____	_____	N2n	For enterprise funds and discrete component units using enterprise fund accounting, do the notes provide information on fund revenues so that the reader can determine that the fund charges fees for goods/services to users external to State government?
_____	_____	_____	N2o	If significant debt (generally bonds or notes) is associated with a fund <u>other than</u> an enterprise fund, do the notes disclose the specific circumstances that cause the activity <u>not</u> to meet the conditions that would require it to be classified as an enterprise fund? [GASBS34: 67a]
_____	_____	_____	N2p	For fiduciary funds, do the notes provide enough data regarding the allowed uses of fund resources that the reader can determine the resources cannot be used to support State programs?
_____	_____	_____	N2q	For fiduciary funds, do the notes describe whether a formal trust agreement exists and the level of discretion that State managers have over the operation of the fund?
_____	_____	_____	N2r	For proprietary funds, do the notes include a description of non-operating revenues that is not inconsistent with the one shown at POLICY 95-97?
_____	_____	_____	N2s	If the statements include Restricted Net Assets, do the notes disclose the State's policy for applying restricted or unrestricted resources when an expense is incurred? [POLICY 95] If not, ask the auditor to <i>consider</i> whether this disclosure should be included. [GASBS34: 115h]
_____	_____	_____	N2t	If the statements include restricted, committed, or assigned fund balance, do the notes disclose the State's policy for sequencing of the application of each resource when an expense is incurred? [If not, ask the auditor to <i>consider</i> whether this disclosure should be included.] [GASBS54: 23]

Accounting and Reporting Changes

_____	_____	_____	N3a	If the entity reports a prior-period adjustment, a change in accounting principle, or a change in reporting entity, do the notes explain the nature of the adjustment or change and the amount of effect on beginning net assets/fund equity (not as a separately identified cumulative effect in the current-period statement of activities or proprietary fund statement of revenues, expenses, and changes in fund net assets)? [APB20: 33, 35, 37; GAAFR 240; GASBS34: 309 and footnote 13]
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Deposits and Investments

_____	_____	_____	N4a	Do the notes disclose the legal and contractual provisions governing cash deposits with financial institutions? [GASBS3: 65-66; GAAFR 206-9]
_____	_____	_____	N4b	Do the notes disclose the entity's policy for custodial credit risk associated with deposits or indicate that the entity does not have such a policy? [GASBS40: 6; GAAFR 207]
_____	_____	_____	N4c	If the entity is exposed to custodial credit risk for its deposits at year end because they are uninsured and 1) uncollateralized, 2) collateralized with securities held by the pledging financial institution, or 3) collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor-entity's name, do the notes disclose the amount of the bank balances exposed to custodial credit risk, indicate that they are uninsured, and explain how they are exposed to custodial credit risk? [GASBS40: 8; GAAFR 207] [NOTE: GAAP used to require that the bank balance of deposits with financial institutions be categorized into three categories of custodial credit risk. GASB Statement No. 40 now requires only that the amount (if any) of uninsured deposits that is either 1) uncollateralized, 2) collateralized with securities held by the pledging financial institution, or 3) collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor-entity's name, be disclosed.] NOTE: Not applicable if all investments are held by the State Treasurer. Refer readers to the Comprehensive Annual Financial Report of the State.

Yes	No	N/A	Question #
_____	_____	_____	N4d If the entity has elected to separately disclose realized and unrealized gains and losses on investments in the notes, has it indicated 1) that the calculation of realized gains and losses is independent of the calculation of the change in the fair value of investments, and 2) that realized gains and losses of the current period include unrealized amounts from prior periods? [GASBS31: 15; GAAFR 209]
_____	_____	_____	N4e Do the notes disclose the legal and contractual provisions governing investments? [GASBS3: 65-66; GAAFR 210]
_____	_____	_____	N4f Do the notes disclose the entity's policy for custodial credit risk of investment securities or indicate that it does not have such a policy? [GASBS40: 6; GAAFR 210]
_____	_____	_____	N4g If the entity is exposed to custodial credit risk for its investments evidenced by securities at year end because they are neither insured nor registered and they are held by either 1) the counterparty, or, 2) the counterparty's trust department or agent but not in the entity's name, do the notes disclose the amount of investments exposed to custodial credit risk, indicate that they neither insured nor registered, and explain how they are exposed to custodial credit risk? [GASBS40: 8; GAAFR 210] [NOTE: GAAP used to require that the balance of investments evidenced by securities be categorized into three categories of custodial credit risk. GASB Statement No. 40 now requires only that the amount (if any) of uninsured and unregistered investments evidenced by securities that are held by either 1) the counterparty, or, 2) the counterparty's trust department or agent but not in the entity's name be disclosed.] NOTE: Not applicable if all investments are held by the State Treasurer. Refer readers to the Comprehensive Annual Financial Report of the State.
_____	_____	_____	N4g(i) Has the entity refrained from including any such investments that are not subject to custodial credit risk because they are <i>not</i> evidenced by securities? [GASBS40: 9; GAAFR 210-1] [NOTE: Investments that are evidenced by contracts rather than securities (and therefore not subject to custodial credit risk) include venture capital, limited partnerships, open-end mutual funds, participation in investment pools of other governments, real estate, direct investments in mortgages and other loans, annuity contracts, and guaranteed investment contracts.]
_____	_____	_____	N4h Do the notes disclose the credit ratings (or explain that credit ratings are not available) for investments in debt securities (other than debt issued by or explicitly guaranteed by the U.S. government) as well as for positions in external investment pools, money market funds, bond mutual funds, and other pooled investments of fixed-income securities? [GASBS40: 7; GAAFR 212] NOTE: Not applicable if all investments are held by the State Treasurer. Refer readers to the Comprehensive Annual Financial Report of the State.
_____	_____	_____	N4i Do the notes use one of five approved methods (i.e., segmented time distribution, specific identification, weighted average maturity, duration, or simulation model) to disclose interest rate risk for positions in fixed-rate debt securities? [GASBS40: 14-15; GAAFR 214-6] [NOTE: The method selected for disclosing interest rate risk should be the one most consistent with how the government manages that risk.] NOTE: Not applicable if all investments are held by the State Treasurer. Refer readers to the Comprehensive Annual Financial Report of the State.
_____	_____	_____	N4j If some investments are valued on a basis other than fair value (e.g., amortized cost), do the notes disclose the fair value of such investments (or state that there is no material difference from fair value)? [GASBS3: 68; GAAFR 204]
_____	_____	_____	N4k If investments meet the definition of "derivatives" and they are not reported at fair value on the statement of net assets (for example, interest-rate swaps, basis swaps, swaptions, commodity swaps, and interest rate caps), do the notes to the financial statements include all disclosures required in that situation? [POLICY 112-113; GASBS53 and GASBS59]

Yes	No	N/A	Question #	
_____	_____	_____	N4I	Do the notes provide a reconciliation between (a) Cash and Investment as reported on the statements of position and (b) the footnote disclosure provided for deposits and investments; does this reconciliation follow the format shown at POLICY 102?
Receivables				
_____	_____	_____	N5a	If the face of the balance sheet or statement of net assets does not display a separate (i.e., disaggregated) balance for each of the following <i>net</i> receivable accounts (at a minimum), if applicable, that applies to the entity, do the notes to the financial statements display the <i>gross</i> receivable balances for each of the following: patient accounts receivable, student accounts receivable, other accounts receivable, income taxes receivable, sales and other taxes receivable, contributions receivable, loans and notes receivable, restricted loans and notes receivable, assessments receivable, and due from federal government and other grantors? [POLICY 113-115; GASBS38: 13]
_____	_____	_____	N5b	If the face of the balance sheet or statement of net assets does not display a separate (i.e., disaggregated) balance for the “allowance for uncollectible accounts” associated with each receivable account described above, do the notes to the financial statements display these allowance accounts at the same minimum level of detail described above? [POLICY 113-115; GASB Cod. Sec. 2300.107dd; GASBS34: footnote 41 relative to enterprise funds; GASBS38: 13; GAAFR 568]
_____	_____	_____	N5c	If a <i>governmental (fiduciary) fund</i> has a receivable on its balance sheet (statement of fiduciary net assets) that includes a noncurrent portion, is the amount of that noncurrent receivable portion disclosed, net of the allowance for uncollectible accounts (at minimum) in the notes to the financial statements? [POLICY 113-115; GASBS38: 13] (NOTE: This is a <i>disclosure</i> requirement only for governmental and fiduciary funds because other fund types/activities must display noncurrent balances separately on the statement of net assets because those statements are presented in a classified format.)
_____	_____	_____	N5d	Are <i>restricted</i> receivables disclosed separately from other receivables? [POLICY 50-51, 99-100, and 114]
Payables				
_____	_____	_____	N6a	If the face of the balance sheet or statement of net assets does not display a separate (i.e., disaggregated) balance for each of the following applicable payable accounts (at minimum), do the notes to the financial statements display these details: accounts payable, retainages payable, intergovernmental payables, claims payable, benefits payable, prizes payable, unsettled investment purchases payable, accrued salaries and related payroll expenses, accrued compensated absences, accrued interest, and other accrued liabilities? [POLICY 115-116; GASBS38: 13]
_____	_____	_____	N6b	Are <i>restricted</i> payables disclosed separately from other payables? [POLICY 50-51 and 115-116]
Restricted Assets				
_____	_____	_____	N7a	If the entity reports restricted assets, do the notes disclose the detail of restricted asset accounts (i.e., both purpose and amount) if this detail is not provided on the face of the statement of position? Purpose categories should be similar to those reported in the State’s CAFR Restricted Assets Note. The amounts should also be broken down by account (i.e. cash , investments) and by classification (i.e. current, noncurrent). [NCGAS1: 1; GAAFR 240; POLICY 99-100]
Capital Assets				
_____	_____	_____	N8a	Does the entity have capital assets? If no, the rest of the questions in this section are N/A.
_____	_____	_____	N8b	Do the notes present all required information separately for each “major class” of capital assets? [GASBS34: 116; GAAFR 226] Note that vehicles are required to be reported separately from machinery and equipment. [POLICY 57]

Yes	No	N/A	Question #
_____	_____	_____	N8c Are the “major classes” of capital assets used and reported by the entity in its policy note and its detail note limited to those reported in the State CAFR? [POLICY 57]
_____	_____	_____	N8d Do the notes report capital assets associated with <i>governmental activities</i> separately from capital assets associated with <i>business-type activities</i> ? [GASBS34: 116; GAAFR 226]
_____	_____	_____	N8e Do the notes report non-depreciable capital assets separately from depreciable capital assets? [GASBS34: 116; GAAFR 226]
_____	_____	_____	N8f Do the notes present accumulated depreciation as a separate item for each major class of depreciable capital assets? [APB5: 12; GAAFR 226]
_____	_____	_____	N8g Is accumulated depreciation less than or equal to the historical cost for each category of depreciable capital assets?
_____	_____	_____	N8g(i) Does the increase in accumulated depreciation equal depreciation expense reported on the statement of changes?
_____	_____	_____	N8h Do the notes present the dollar limits above which capital asset acquisitions of a particular “major class” are capitalized? [Para 115e, GASB 34; Q&A34 I, question 29]
_____	_____	_____	N8i Do the notes disclose <i>changes</i> in capital asset balances as well as accumulated depreciation during the period? [POLICY 118-120; GASBS34: 117b-c; GAAFR 226]
_____	_____	_____	N8j If depreciable capital assets are retired, is there a corresponding retirement of accumulated depreciation [accumulated depreciation for each class of retired assets must be <i>less than or equal to</i> the historical value of that class of retired assets]?
_____	_____	_____	N8k For governmental funds and internal service funds, do the notes disclose the amount of depreciation charged to each governmental function during the period in the government-wide statement of activities? [GASBS34: 117d; GAAFR 226] [NOTE: Depreciation expense of internal service funds that are closed to <i>governmental activities</i> need <i>not</i> be allocated by function, but may be reported instead simply as a separate item in its own right.]
_____	_____	_____	N8m Did the entity disclose useful lives and follow the State’s useful life schedule for capital assets? [POLICY 70-73]
_____	_____	_____	N8n If a proprietary fund reports construction in progress being funded by debt proceeds, do the notes include a disclosure about capitalized interest? (If not, remind the auditor that construction-period interest, if any, must be capitalized and that there are required disclosures—(a) for an accounting period in which no interest cost is capitalized, the amount of interest cost incurred and charged to expense during the period and (b) for an accounting period in which some interest cost is capitalized, the total amount of interest cost incurred during the period and the amount thereof that has been capitalized.) [GAAFR 100-5; FASB Current Text Sec. I67.118; FASBS34: 21.]
_____	_____	_____	N8o If the entity reports construction in progress, do the notes include a disclosure of the amount of commitments outstanding at the period-end date on construction contracts? (If not, remind the auditor that GASB Cod. Sec. 2300.106k requires disclosure of “construction and other significant commitments.”)
_____	_____	_____	N8p If the entity reports construction commitments outstanding at the end of the period, are <i>separate</i> amounts reported for (a) commitments on <u>capital</u> projects and (b) commitments for <u>repair/maintenance</u> (i.e., non-capitalized) projects? [POLICY 120-121]
_____	_____	_____	N8q Do beginning balances for each line agree to the prior year ending balances?

Yes	No	N/A	Question #
_____	_____	_____	N8r If the entity had any capital asset impairment losses/insurance recoveries and the amounts are not apparent on the face of the financial statements, do the notes include a general description, amount of loss/recovery, carrying amount of any idle or impaired assets, and the financial statement function classification of the impairment loss/recovery? [GASBS42:17; POLICY 123]

Pollution Remediation Obligation

_____	_____	_____	N9a Do the notes disclose that the entity has recognized a liability for its pollution remediation obligation? [GASBS49: 23; GAAFR 73]
			If so, do the disclosures include:
_____	_____	_____	N9a(i) The nature and scope of pollution remediation obligations?
_____	_____	_____	N9a(ii) The liability recognized for pollution remediation obligations (if not visible on the face of the basic financial statements)?
_____	_____	_____	N9a(iii) The methods and assumptions used to calculate the liability for pollution remediation obligations ?
_____	_____	_____	N9a(iv) An indication that the pollution remediation obligation is an estimate and subject to changes resulting from the price increases or reductions, technology, or changes in applicable laws or regulations?
_____	_____	_____	N9a(v) Do the notes disclose estimated recoveries that reduce the liability?
_____	_____	_____	N9a(vi) If the entity does not yet recognize a liability for a pollution remediation obligation because it is not reasonably estimable, do the notes disclose a general description of the nature of the pollution remediation activities?

Other Post-Employment Benefits (OPEB) [Employee Health Plan Financial Statements]

_____	_____	_____	N10a Do the notes describe (1) the types of benefits provided, (2) the employee groups covered, (3) eligibility requirements, (4) employer and participant obligations to contribute, (5) statutory, contractual, or other authority under which OPEB provisions and obligations to contribute are established, and (6) a description of the accounting and financing policies followed? [GASBS12: 10a-c]
_____	_____	_____	N10b If OPEB are advance-funded on an actuarial basis, do the notes disclose (1) the actuarial cost method, (2) significant actuarial assumptions used to determine funding requirements, (3) the method used to value plan assets, (4) the number of active plan participants, (5) the employer's actuarially required and actual contributions for the period (net of participant contributions), (6) the amount of net assets available for OPEB, (7) the actuarial accrued liability and the unfunded actuarial accrued liability for OPEB? [GASBS12: 10d(2)]

Yes	No	N/A	Question #
_____	_____	_____	N10c If OPEB are not advance funded on an actuarial basis, do the notes (1) either disclose the amount of OPEB expenditures/expenses recognized during the period by the employer (net of participant contributions) or state that a reasonable approximation of the amount cannot be made, (2) disclose the number of participants currently eligible to receive benefits, and (3) disclose net assets available for future benefits (if advance funded, but not on an actuarial basis). [GASBS12: 10d(1)]

Insurance Activities – applies only to certain non-college statements

_____	_____	_____	N11a Do the notes discuss the entity’s risk financing activities? [GASBS10: 77; GAAFR 228-9] If so:
_____	_____	_____	N11a(i) Do the notes describe the types of risk faced by the entity? [GASBS10: 77a; GAAFR 228]
_____	_____	_____	N11a(ii) Do the notes describe how each type of risk is being handled? [GASBS10: 77a; GAAFR 228]
_____	_____	_____	N11a(iii) Do the notes indicate <i>whether</i> the amount of settlements exceeded insurance coverage in each of the past three years? [GASBS10: 77b; GAAFR 228]
_____	_____	_____	N11a(iv) If the entity participates in a risk pool, do the notes describe the arrangement? [GASBS10: 77c; GAAFR 228]
_____	_____	_____	N11a(iv)(a) Do the notes specifically address the rights and responsibilities of both the entity and the pool? [GASBS10: 77c; GAAFR 228]
_____	_____	_____	N11a(v) If the entity retains some risk of loss, do the notes mention this fact? [GASBS10: 77d; GAAFR 229] If so:
_____	_____	_____	N11a(v)(a) Do the notes describe what the liability for unpaid claims represents and how it is calculated? [GASBS30: 10; GAAFR 229]
_____	_____	_____	N11a(v)(a)(1) Do the notes mention whether nonincremental claims adjustment expenses have been included as part of the liability for claims and judgments? [GASBS30: 10; GAAFR 229]
_____	_____	_____	N11a(vi) Do the notes provide a tabular reconciliation of the claims liability? [GASBS10: 77d(4); GAAFR 229]
_____	_____	_____	N11a(vi)(a) Does the reconciliation distinguish 1) claims liability at the beginning of the period, 2) claims incurred during the period, 3) changes in the estimate for claims of prior periods, 4) payments on claims, 5) other, and 6) claims liability at the end of the period? [GASBS10: 77d(4); GAAFR 229]
_____	_____	_____	N11a(vi)(b) Is this information provided for each of the two most recent fiscal periods? [GASBS10: 77d(4); GAAFR 229] [NOTE: For example, a report for the fiscal year ended June 30, 2006, would need to provide: (1) a reconciliation of the amounts reported at June 30, 2006, and June 30, 2005; and (2) a reconciliation of the amounts reported at June 30, 2005, and June 30, 2004.]
_____	_____	_____	N11a(vi)(c) Does the prior year information agree to the schedule in the prior year audit report?

Leases – General

_____	_____	_____	N12a Did the agency present the required lease information separately for each of the following three groups: (a) other funds, other State agencies, and blended component units, (b) discretely presented component units of the State, and (c) external parties OR clearly state that all leases were with just one of these groups? This requirement is described at POLICY 129 and applies to both capital and operating leases. [GASB Cod. Secs. L20.119-.124]
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Yes	No	N/A	Question #
_____	_____	_____	N12b If the entity was <u>lessor</u> for any facilities, did it present the disclosure described at POLICY 133-134 (“Facilities Leased to Others”)?
Capital Leases			
_____	_____	_____	N12c If the entity is the lessee in a capital lease, do the notes disclose that fact? If so:
_____	_____	_____	N12c(i) Does the note describe the lease arrangements? [NCGAS5: 27; GAAFR 225]
_____	_____	_____	N12c(ii) Does the note present the gross and net book value of assets under capital leases and the amortization/depreciation amount? [POLICY 132; FASBS13: 16a(i); FASBS13: example Note 2 in Appendix D; example Note 2 in <i>FASB Curr. Text</i> Sec. L10.152]
_____	_____	_____	N12c(iii) Does the note disclose minimum lease payments to maturity for each of the next five years with five-year increments thereafter with interest/executory costs subtracted at the end to arrive at “present value of net minimum lease payments”? [POLICY 130; for capital leases, GASBS38: 10a and Illustration 7 (Appendix C); GAAFR 225]
_____	_____	_____	N12d If the entity is the lessor in a capital lease, do the notes disclose that fact? If so:
_____	_____	_____	N12d(i) Do the notes disclose the total future minimum lease payment receivable (reduced by executory costs and uncollectibles)? [NCGAS5: 27; FASBS91: 25d; GAAFR 225]
_____	_____	_____	N12d(ii) Do the notes disclose the minimum lease payments for each of the five succeeding fiscal years and separate five year increments thereafter? [NCGAS5: 27; FASBS13: 23aiii; GAAFR 226]
Operating Leases			
_____	_____	_____	N12e If the entity is the lessee in an operating lease, do the notes describe the general leasing arrangements? [NCGAS5: 27; GAAFR 225] [NOTE: The disclosure of general leasing arrangements should not be limited to one class of property (copiers, for instance) unless the entity leases only one class of property.]
_____	_____	_____	N12f If the agency leases any <u>copiers</u> under operating leases (or has other operating lease situations with contingent rentals), does the note show total current-year contingent rental payments (and omit disclosure of future contingent liability)? Also note requirements for contingent rentals at POLICY 134-135.
_____	_____	_____	N12g If the entity is the lessee in a noncancellable operating lease of more than one year, do the notes disclose minimum lease payments to maturity for each of the next five years with five-year increments thereafter? [POLICY 134; GASBS38: 11]
_____	_____	_____	N12h If there is <i>any</i> operating lease disclosure, does the note disclose the total <u>current-year</u> minimum rental payments (as well as the <u>future</u> obligations mentioned in the question immediately above)? [FASBS13] [NOTE: The disclosure of current year minimum rental expense should not be limited to one class of property (copiers, for instance) unless the entity leases only one class of property. GAAP require the disclosure of <i>all</i> current year expense. [FASBS13: 16c]]
_____	_____	_____	N12i If the entity is the lessor in an operating lease, do the notes disclose both the cost and carrying amount of leased assets and depreciation on those assets? . [NCGAS5: 27; FASB13: 23bii; GAAFR 226]
_____	_____	_____	N12j If the entity is the lessor in a noncancellable operating lease, do the notes disclose minimum future rentals in the aggregate and for each of the five succeeding fiscal years. [NCGAS5: 27; FASBS13: 23biii; GAAFR 226]

Bonds, Notes, and Certificates of Participation Payable

_____	_____	_____	N13a	Are all bonds, notes, and certificates of participation reported in the State Treasurer's Debt Management System? If yes, the Office of the Comptroller General will mark N/A for the rest of the questions in this indented section. [However, this does not change the entity's responsibility for providing these required disclosures in the notes to the financial statements.]
_____	_____	_____	N13a(i)	Do the notes disclose the purpose for which debt was issued? [GAAFR 240]
_____	_____	_____	N13a(ii)	Do the notes disclose the original amount of the debt? [GAAFR 240]
_____	_____	_____	N13a(iii)	Do the notes disclose the type of debt (e.g., general obligation bonds, revenue bonds)? [GAAFR 210] [NOTE: If the entity has issued revenue bonds, the notes could provide a summary of related bond covenants. [GAAFR 240]]
_____	_____	_____	N13a(iv)	Do the notes disclose the amounts of installments? [GAAFR 240]
_____	_____	_____	N13a(v)	Do the notes disclose the interest rate? [GAAFR 240]
_____	_____	_____	N13a(vi)	Do the notes disclose the range of maturities? [GAAFR 240]
_____	_____	_____	N13a(vii)	Do the notes address the applicability of federal arbitrage regulations; and if a rebatable amount is actually due and payable to the federal government, do the notes disclose the amount of this liability if it is not separately displayed on the face of the financial statements? [GAAFR 240]
_____	_____	_____	N13a(viii)	Do the notes disclose debt service to maturity for all outstanding debt?
_____	_____	_____	N13a(ix)	Does the disclosure present debt service payments separately for each of the next five years with subsequent years reported in five-year increments?
_____	_____	_____	N13a(x)	Are the principal and interest components of debt service presented separately?
_____	_____	_____	N13a(xi)	If the entity has variable rate debt outstanding, do the notes disclose the terms by which interest rates change?
_____	_____	_____	N13b	If the entity undertook either a current or an advance refunding during the period that either defeased or redeemed the refunded debt, do the notes disclose this fact? [GASBS7: 11-14; GASB23: 6; GAAFR 233]
_____	_____	_____	N13b(i)	Do the notes provide a brief description of the refunding transaction(s)? [GASBS7: 11; GASB23: 6; GAAFR 233]
_____	_____	_____	N13b(ii)	For each transaction, do the notes disclose the aggregate difference in debt service between the refunding debt and the refunded debt? [GASBS7: 11; GASB23: 6; GAAFR 233]
_____	_____	_____	N13b(iii)	For each transaction, do the notes disclose the economic gain or loss? [GASBS7: 11; GASB23: 6; GAAFR 233]
_____	_____	_____	N13b(iv)	For each transaction, do the notes provide the deferred amount on the refunding if being amortized?
_____	_____	_____	N13b(v)	Do the notes disclose the total amount of any outstanding in-substance defeased debt from advance refundings?
_____	_____	_____	N13c	If liability instruments meet the definition of "derivatives" and they are not reported at fair value on the statement of net assets (for example, interest-rate swaps, basis swaps, swaptions, commodity swaps, and interest rate caps), do the notes to the financial statements include all disclosures required in that situation? [POLICY 112-113; GASBS 53 and GASBS59]

Conduit Debt – applies only to certain non-college statements

_____	_____	_____	N13d	If the entity has issued conduit debt, do the notes disclose this fact? [GASBI2: 3; GAAFR 238; see GAAFR 683 for definition of conduit debt] If so:
_____	_____	_____	N13d(i)	Do they provide a general description of conduit debt transactions? [GASBI2: 3a; GAAFR 238]
_____	_____	_____	N13d(ii)	Do they disclose the aggregate amount of all conduit debt obligations outstanding at the end of the period? [GASBI2: 3b; GAAFR 238]
_____	_____	_____	N13d(iii)	Do they provide a clear indication that the issuer has no obligation for the debt beyond the resources provided by related leases or loans? [GASBI2: 3c; GAAFR 238]

Changes in Liabilities

_____	_____	_____	N14a	Do the notes furnish information on the primary government's <i>long-term</i> liabilities? [GASBS34: 119; GAAFR 227] [NOTE: This disclosure is required if the entity has any employee compensated absences or claims/judgments liabilities.]
_____	_____	_____	N14a(i)	Do the notes provide all required information (start-of-year balance, increases, decreases, end-of-year balance) separately for each major class of long-term liabilities, including: (a) Compensated Absences and (b) Claims and Judgments? [Paragraph 119a and 119b, GASB 34; GAAFR 227]
_____	_____	_____	N14a(ii)	Do the notes report unamortized premiums/discounts and the deferred amount on debt refundings by the type of debt rather than combined into one amount.? [POLICY 126-127]
_____	_____	_____	N14a(iii)	Do the notes report long-term liabilities associated with <i>governmental activities</i> separately from long-term liabilities associated with <i>business-type activities</i> ? [Paragraph 116, GASB 34; GAAFR 227]
_____	_____	_____	N14a(iv)	Do the notes report separately the portion of each long-term liability (end-of-year balance) that is due within one year of the date of the statement of net assets? [Paragraph 119c, GASB 34; GAAFR 227]
_____	_____	_____	N14a(v)	For <i>governmental activities</i> only, do the notes disclose which governmental <i>funds</i> typically have been used in prior years to liquidate long-term liabilities other than debt? [Paragraph 119d, GASB 34; GAAFR 227]
_____	_____	_____	N14a(vi)	Do the notes report these changes gross rather than net? [GASBS34: 119b; GAAFR 227]
_____	_____	_____	N14b	If the entity has engaged in short-term debt activity during the year (e.g., anticipation notes, use of lines of credit), <i>even if no short-term debt is outstanding at the end of the fiscal period</i> , has the entity discussed this fact? [GASBS38: 12] If so:
_____	_____	_____	N14b(i)	Has the entity provided a schedule of changes in short-term debt (i.e., beginning of period balance, increases, decreases, end of period balance)? [GASBS38: 12a]
_____	_____	_____	N14b(ii)	Has the entity provided an explanation of the purpose for which the debt was issued? [GASBS38: 12b]

Fund Balance Classifications

_____	_____	_____	N15a	For governmental funds, do the notes provide information on the nature and purpose of all material amounts of committed and assigned fund balance not described on the face of the entity's fund balance sheet? [GASBS54]
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Interfund Balances and Transfers

_____	_____	_____	N16a	Do the notes provide information on interfund balances and transfers? If so:
_____	_____	_____	N16a(i)	Do the notes disclose the amounts due from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type? [GASBS38: 14a; GAAFR 227-8]
_____	_____	_____	N16a(ii)	Do the notes disclose the purpose of interfund balances? [GASBS38: 14b; GAAFR 228] [NOTE: The entity should disclose interfund balances that are not expected to be repaid within one year from the date of the financial statements. [GASBS38: 14c]]
_____	_____	_____	N16a(iii)	Do the notes disclose amounts transferred from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type? [GASBS38: 15a; GAAFR 228]
_____	_____	_____	N16a(iv)	Do the notes disclose the principal purposes of interfund transfers? [GASBS38: 15b] [NOTE: The notes must disclose the intended purpose and amount of significant transfers that do not occur on a routine basis or are inconsistent with the activities of the fund making the transfer. [GASBS38: 15c; GAAFR 228]]
_____	_____	_____	N16b	Do the fund financial statements include intra- State transfers in or out that are greater than \$5 million? If so, did the entity provide a description of the intended purpose and amount of each State transfer? The entity must include this information in the footnote disclosures or in a separate document submitted to the Office of the Comptroller General. [POLICY 117-118]

Discounts

_____	_____	_____	N17a	If a <i>proprietary fund</i> has a discount associated with one or more of its revenues, has it provided specific information regarding the nature and amount of the discount by account? [GASBS34: footnote 41] [NOTE: Each revenue account reported net of a discount must either present the discount amount parenthetically on the face of the operating statement or in a note. Alternatively, the revenue may be reported gross with the related discount reported directly beneath the revenue amount.]
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Special and Extraordinary Items

_____	_____	_____	N18a	If the entity reports either special items or extraordinary items, do the notes describe the underlying event? [APB30: 11; GAAFR 240]
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Segment Information – Enterprise Funds

_____	_____	_____	N19a	If the entity's enterprise funds encompass one or more segments, do the notes disclose the types of goods or services provided by the segment? [GASBS34: 122a; GAAFR 229]
_____	_____	_____	N19a(i)	Does the entity report condensed financial data for segments that are not also major funds? [GASBS34: 122b-d; GAAFR 230-1] If so:
_____	_____	_____	N19a(i)(a)	Do the notes present a condensed statement of net assets for each segment? [GASBS34: 122b; GAAFR 230]
_____	_____	_____	N19a(i)(b)	Do the notes present a condensed statement of revenues, expenses and changes in net assets/equity for each segment? [GASBS34: 122c; GAAFR 230]
_____	_____	_____	N19a(i)(c)	Do the notes present a condensed statement of cash flows for each segment? [GASBS34: 122d; GAAFR 230-1]

Yes No N/A Question #

Joint Ventures

- | | | | | |
|-------|-------|-------|-----------|--|
| _____ | _____ | _____ | N20a | If the entity participates in a joint venture, do the notes disclose this fact? [GASBS14: 75; GAAFR 233] If so: |
| _____ | _____ | _____ | N20a(i) | Do the notes describe the nature of any ongoing financial interest or responsibility resulting from participation in the joint venture? [GASBS14: 75a(1); GAAFR 233] |
| _____ | _____ | _____ | N20a(ii) | Do the notes provide information on how to obtain the financial statements of the joint venture? [GASBS14: 75a(2); GAAFR 233] |
| _____ | _____ | _____ | N20a(iii) | Do the notes provide information designed to allow the reader to evaluate whether the joint venture is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit to or burden on the participating entity in the future? [GASBS14: 75a(1); GAAFR 233] |

Related Party Transactions

- | | | | | |
|-------|-------|-------|------|---|
| _____ | _____ | _____ | N21a | If the entity has engaged in material related party transactions, do the notes include the required disclosures? [POLICY 141-142; NCGAI6: 5; GAAFR 232; ARB43, Chapter 1A; FASBS57] |
| _____ | _____ | _____ | N21b | For each organization identified as a “related party,” do the notes provide enough information that the Office of the Comptroller General’s staff can determine if the organization has assets totaling more than \$2 million? (If not, the Comptroller General’s staff will request such information be provided, either in the notes or as supplementary information.) [POLICY 141-142] |

Contingencies and Commitments

- | | | | | |
|-------|-------|-------|------|--|
| _____ | _____ | _____ | N22a | If the entity has contingencies (for example, litigation, grant disallowances, or other contingent losses) at the date of the financial statements or in the subsequent period, does its disclosure of these situations meet the requirements of GAAP? [GAAFR 220; FASBS5; GASB Cod. Sec. C50.149] |
| _____ | _____ | _____ | N22b | If the entity has commitments other than construction commitments totaling \$2 million or more (for example, material purchase commitments for future accounting periods or material commitments to provide grant money when grantees incur construction costs in future periods) has it properly disclosed these situations? [GASB Cod. Sec. 2300.106k] |

Enterprise Fund Disclosure

- | | | | | |
|-------|-------|-------|------|---|
| _____ | _____ | _____ | N23a | For Enterprise funds, do the notes include the schedule needed to present the fund’s activities in the State’s government-wide statement of activities and to satisfy the requirement that the State present <i>comparative</i> condensed government-wide financial statements within its MD&A? [GASBS34:11; POLICY 142-145] [NOTE: Questions in the “F” section above in this checklist apply to this schedule.] |
|-------|-------|-------|------|---|

State Appropriations

- | | | | | |
|-------|-------|-------|------|--|
| _____ | _____ | _____ | N24a | If the entity received State appropriations (non-capital and/or capital), do the notes include the required reconciling schedule? [POLICY 136-138] |
|-------|-------|-------|------|--|

Higher Education Institution Financial Statements Only

Summer Semester, Deferred Revenue/Prepaid Expense

_____ N25a If the institution's notes mention summer semester classes that encompass two fiscal years, is it clear that the institution now uses the full accrual basis of accounting to record these revenues/expenses and allocates them between the two years (rather than following the old AICPA guidance of reporting summer session revenues totally within the fiscal year in which the session was predominantly conducted)? [Q&A34II: Q137]

Donor-Restricted Endowments and Pledges

_____ N25b If the institution has been the recipient of a donor-restricted endowment, do the notes describe the endowment? [GASBS34: 121; GAAFR 228] If so:

_____ N25b(i) Do the notes disclose the amounts of net appreciation on investments that are available for expenditure? [GASBS34: 121a; GAAFR 228]

_____ N25b(ii) Do the notes explain how available amounts are reflected in net assets? [GASBS34: 121a; GAAFR 228]

_____ N25b(iii) Do the notes disclose the state law governing the ability to spend net appreciation? [GASBS34: 121b; GAAFR 228]

_____ N25b(iv) Do the notes disclose the policy for authorizing and spending investment income? [GASBS34: 121c; GAAFR 228]

_____ N25c If the institution has land and other real estate held as investments by endowments, are they reported at fair value as of the reporting date and are any changes in fair value during the period reported as investment income? [GASBS52: 4]

_____ N25d If the institution has pledges that it does not recognize as revenue because they are not measurable (i.e., they are not reasonably estimable) does it disclose these pledges and the circumstances that lead to non-recognition? [GASBS33: 11 last sentence; POLICY 138]

_____ N25e If the institution has any split-interest agreements (previously called annuity or life income agreements), has it followed all guidance provided at AICPA ASLG 12.81?

State Institution Bonds

_____ N25f If the higher education institution has State institution bonds outstanding at June 30, do the notes disclose the amount of the institution's tuition fees for the preceding fiscal year? [GAAFR 240; SC Code of Laws 59-107-90; the tuition fees amount is needed so the statewide CAFR can meet GFOA requirements to present a statistical table computing the legal debt margin.]

Scholarship Allowances

_____ N25g Has the institution provided specific information regarding any scholarship allowance amount by which revenue in the financial statements has been reduced? [GASBS34: footnote 41; POLICY 155-156] [NOTE: Each revenue account reported net of a scholarship allowance must either present the allowance amount parenthetically on the face of the statement or in a note. Alternatively, the revenue may be reported gross with the related allowance reported directly beneath the revenue amount.]

Third-Party Student Loans

_____ N25h If applicable, did the entity report undisbursed third-party loans at year-end as assets and liabilities on the statement of net assets and report the related cash flows in the *operating activities* section of the cash flows statement? [AICPA ASLG 12.72, POLICY 158]

State Appropriations

_____	_____	_____	N25i	Do state appropriations agree to the Office of the Comptroller General's schedule of General Fund Appropriation Draws? [NOTE: An institution may request this amount after August 24 from the Office of the Comptroller General]
_____	_____	_____	N25j	Do capital improvement bond proceeds agree to the Office of the Comptroller General schedule of Capital Improvement Bond Draws? [NOTE: An institution may request this amount after August 24 from the Office of the Comptroller General]
_____	_____	_____	N25k	Do capital appropriations agree to the Office of the Comptroller General Capital Reserve Report? [NOTE: An institution may request this amount after August 24 from the Office of the Comptroller General]

Technical College Sales/Purchases

_____	_____	_____	N25l	Did the technical colleges report information (dollar amounts, by institution) regarding (a) sales to other State higher education institutions and (b) purchases from other State higher education institutions?
_____	_____	_____	N25l(i)	If the technical college did not provide this information in its notes to the financial statements, did it submit a supplemental schedule to the Office of the Comptroller General?

FINANCIAL SECTION -- COMBINING AND INDIVIDUAL FUND INFORMATION AND OTHER SUPPLEMENTARY INFORMATION

_____	_____	_____	P1	If the financial reporting entity includes <i>blended</i> component units, has the entity treated each of the funds of the blended component units as a fund of the primary government in the combining statements? [GAAFR 301]
_____	_____	_____	P2	Does the financial section include a combining statement to support every column in the basic fund financial statements that aggregates data from more than one fund (including funds of blended component units)? [GASB34: 281; GAAFR 299-300]
_____	_____	_____	P2a	Do the combining statements provide information on each individual fund included? [GAAFR 299-300]
_____	_____	_____	P2b	Do the combining statements for governmental funds identify individual funds by fund type? [GAAFR 301]
_____	_____	_____	P2c	Does each combining statement include a total column? [GAAFR 590-1 (example)]
_____	_____	_____	P2c(1)	Are the amounts reported in the total column easily traceable to the corresponding column in the basic fund financial statements?

STATE TREASURER'S OFFICE (STO) DEBT AND INTRASTATE DEBT

If applicable, balances in the following Office of the Comptroller General schedules should agree to the audited financial statements and/or notes to the financial statements. If entities are interested in checking these balances, the information is available after September 15 by calling Betsy Lawson of the Office of the Comptroller General at (803) 734-2615.

_____	_____	_____	Q1a	STO Bonds Payable by Financial Statement Entity
_____	_____	_____	Q1b	STO Notes Payable by Financial Statement Entity
_____	_____	_____	Q1c	STO Master Lease Status Report
_____	_____	_____	Q1d	Interfund Advances to Higher Education Funds
_____	_____	_____	Q1e	Long-term Interfund Loan Data – Non Higher Education Funds